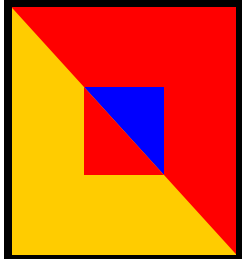


THE SPAYD



News from the Bankruptcy Front

USBC for the
District of Columbia

Volume 1, Issue 1
June, 2006



HOW DO I..... NOTIFY THE COURT THAT AN ATTORNEY HAS LEFT OUR FIRM ?

It is extremely important to immediately notify the court when an attorney leaves your firm so that either their address may be updated and/or their account can be deactivated. *If* the attorney is going to continue filing electronically they need to submit to the court in paper, via mail or fax (202-273-0049), written notification of their **change of address**. **Also required** is whether or not said attorney will continue representing existing clients, or if another attorney is taking their caseload. The court

will do a *global* change of address for the attorney changing his/her address for all cases in which he/she is associated.

If the latter is the case, and another attorney is taking over their caseload, they must file a notice of appearance in each case they will be handling.

REMEMBER:

Don't forget to file an Adversary Cover Sheet.

If you forget, please file it as a support document – under Adversary, Miscellaneous, Support Document and Link it back to the Complaint.

Filings are down...and not just in DC!

Filings in DC:



2002.....2,499
2003.....2,296
2004.....1,916
2005.....2,425
2006*.....90

And filings in VA:

2004.....40,476
2005.....45,097
2006*.....2,598

*For the first quarter only.

DELETING TEMPORARY FILES: A TIP FOR OFFICE AND HOME USE

(portions taken from www.microsoft.com)

The Temporary Internet Files (or cache) folder contains Web page content that is stored on your hard disk for quick viewing. This cache permits Internet Explorer or MSN Explorer to download only the content that has changed since you last viewed a Web page, instead of downloading all the content for a page every time it is displayed. To delete the files in the Temporary Internet Files folder, **follow these steps:**

1. Quit Internet Explorer and quit any instances of Windows Explorer.
2. Click Start, click Control Panel, then double-click Internet Options.
3. On the General tab, click Delete Files under Temporary Internet Files.
4. In the Delete Files dialog box, click to select the Delete all offline content check box, and then click OK.



5. Click OK.

I've got cookies... Don't try to eat them! A COOKIE is a very small text file placed on your hard drive by a Web Page server. It is essentially your identification card, and cannot be executed as code or deliver viruses. It is uniquely yours and can only be read by the server that gave it to you. A cookie's purpose is to tell the server that you returned to that Web page.

Cookies may contain information for a customized Web page or logon information for a Web site. Before you delete your cookies, you may want to export or save them.

Follow these steps to delete cookies:

Microsoft Windows 98 and later

1. Quit Internet Explorer and quit any instances of Windows Explorer.
2. In Control Panel, double-click Internet Options.
3. On the General tab, click Delete Cookies under Temporary Internet Files and then click OK.
4. Click OK.

Internet Explorer 4.01 or 5.0

1. Change to the .microsoft folder in the user's home folder
 2. Change to the Cookies folder in the .microsoft folder
- Delete all .txt files that are located in this folder. Example, delete the @www.example.com.text file.

***Why should I do this??? Cookies and Temporary files can cause your computer to run slowly and some pages you wish to view may not load properly. Many times NOT deleting your temporary files can be a source of inability to successfully login to the CM/ECF system.**



How do I.....

Change my primary e-mail address for CM/ECF notification?

To change your primary e-mail address for notification of transactions in cases in which you are a party or are “monitoring”, take the following steps: login to the CM/ECF system; click on the **Utilities** Menu; click on Maintain User Account; at the bottom of the page, click on E-Mail Information. The first option listed is your **primary e-mail address**. You can update/change your primary e-mail address here.

In the next section of this screen, you may also choose to have notices sent to additional e-mail addresses (e.g. that of support staff). The selection of notification type (Notice for each filing or Daily summary) will be the same for all of the e-mail addresses provided. Then click on the *Return to Account Screen* button.

WARNING: BEFORE clicking the Submit button, you must make a change on the User Account screen. This change can be a simple addition (e.g. adding “USA” in the “country” field), or a simple deletion (e.g. taking “USA” out), and must be performed every time a change is made to any part of your user account. Finally, click the Submit button.

How do I.....

Change my password?

The DC Bankruptcy Court issues you a login name and password for the training system, and later for the live system. You are encouraged to change your password to one that is unique to you. **To change your password**, login to the CM/ECF System, click on Utilities and then on Maintain User Account. At the bottom of the page, click on More User Information. At this screen, you can change your password.



- Please be sure you secure your passwords in a safe place. All transactions in the CM/ECF system are related back to a specific user.
- REMEMBER, you have a **different** password for the live database, the training database, District Court, Pacer, etc.
- You may delegate your password to support staff, but NOT to other attorneys. All attorneys must have their OWN login and password.
- Any pleading filed with your login and password is ultimately your responsibility.

As of October 17, 2005, all individuals who file for bankruptcy must undergo credit counseling within the 180-day period **prior** to the date on which the petition is filed. The Bankruptcy Reform Act also requires individuals to complete a financial management instructional course (debtor education) after filing bankruptcy, and before receiving a discharge. Please see the US Trustee's link from our homepage at www.dcb.uscourts.gov for the most recent list of approved credit counseling agencies and financial management/debtor education providers.



A friendly reminder.....

Please be sure to **docket** as well as **upload** your **proposed orders**. Even if you fail to initially **docket and upload** the order when you file your motion/application, and we send you an EDN (*Electronic Deficiency Notice*), you can still **docket** the proposed order so that it is a public record, and **upload** the order under Order Upload.

1. To do so, go to Bankruptcy Events, Miscellaneous, Proposed Order (Corrections, Deficiencies, OTBS, etc.) and docket the appropriate proposed order;

2. **Then** go to Bankruptcy Events (if a BK case), Order Upload, and load the appropriate proposed order into our system.

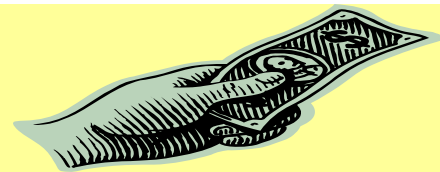


ALSO, if you are required to file a **Consent Order** after your motion/application has been filed, you must not only upload the Proposed Consent Order, you must also PUT IT ON THE DOCKET.

1. Again, go to Bankruptcy Events, Miscellaneous, Proposed Consent Order and proceed to docket the order (link your order to the related motion or *Hearing Held* docket entry);

2. **Then** be sure to go to Bankruptcy Events, Order Upload and load the appropriate Proposed Consent Order.

FEE INCREASE EFFECTIVE APRIL 9, 2006



As a result of the **DEFICIT REDUCTION ACT**, signed on February 8, 2006, several court fees have increased. These fees affect not only Bankruptcy fees, but District Court fees as well. The increases took effect on Sunday April 9th, 2006. Please remember this change when filing new cases and other pleadings that require a fee. The increases include:

- Chapter 7 increase to a final fee of \$299;
- Chapter 13 increase to a final fee of \$274.

Attorneys who are new to e-filing in bankruptcy will be asked to attend a training session conducted by Clerk's Office staff. Training is held in the Training Room on the first floor of the Courthouse on Wednesdays and Fridays. However, please be advised that due to limited court resources, class will only be held if **two or more participants have scheduled training in advance.**

Attorneys in

TRAINING

need of refresher training are strongly encouraged to call the Clerk's Office to schedule training. Also, refresher training is an excellent way to avoid unnecessary deficiency notices, and to get answers to your questions and concerns.

If you would like to schedule training, please contact Michael Wint at (202) 565-2517 or Katina Tyson at (202) 565-2518.



Please be advised that if you plan on driving to training it is extremely difficult to find parking in the vicinity of the Courthouse. Please plan your trip to the Courthouse accordingly because training lasts two and a half to three hours, and begins promptly at the top of the hour.

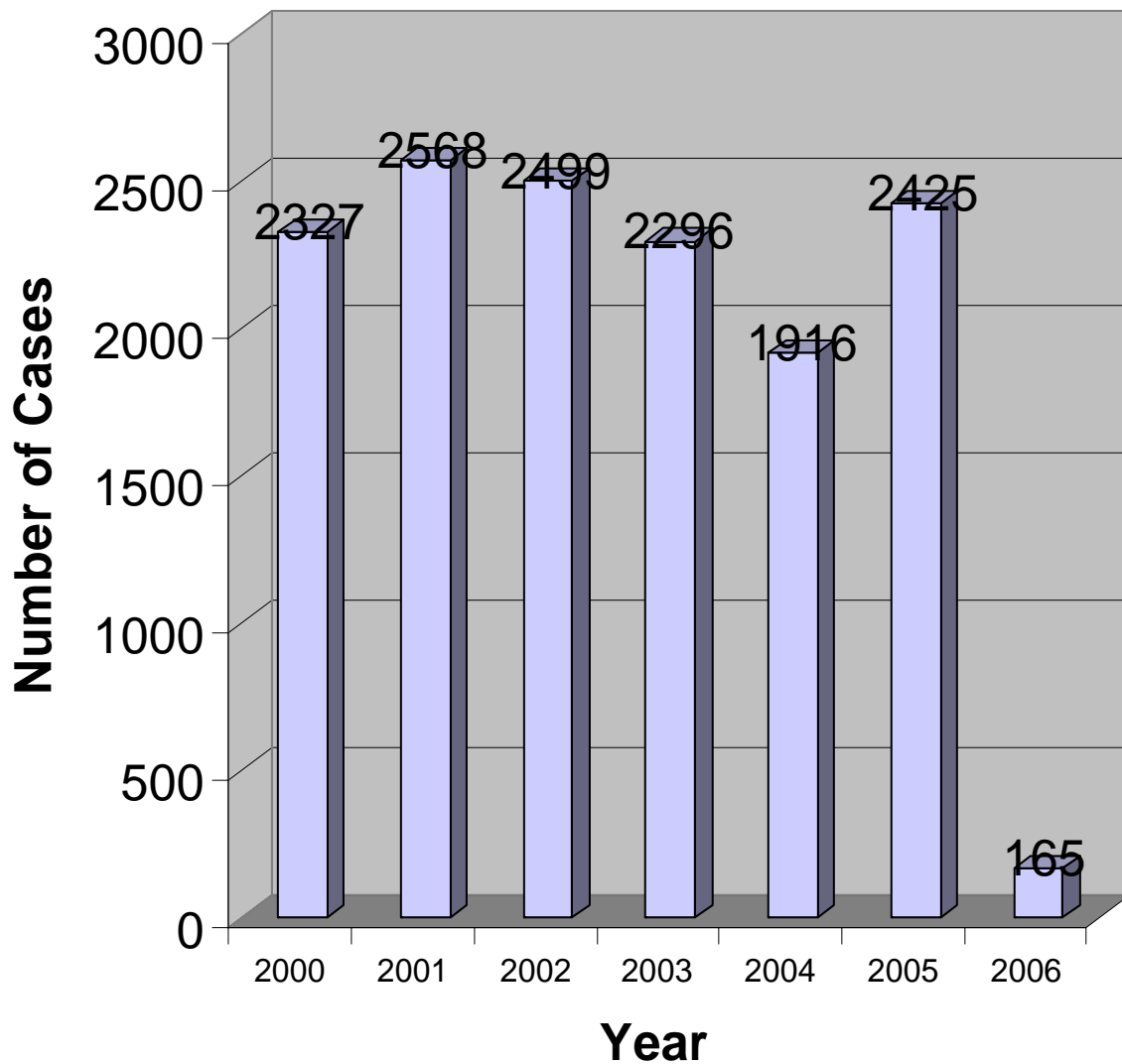
If you are going to be more than 15 minutes late, please call and reschedule. For more info. see www.dcb.uscourts.gov click *CM/ECF*, then *Training*.

A closer look at DC Bankruptcy Filings by year through May 31, 2006.....



Cases Filed by Calendar Year

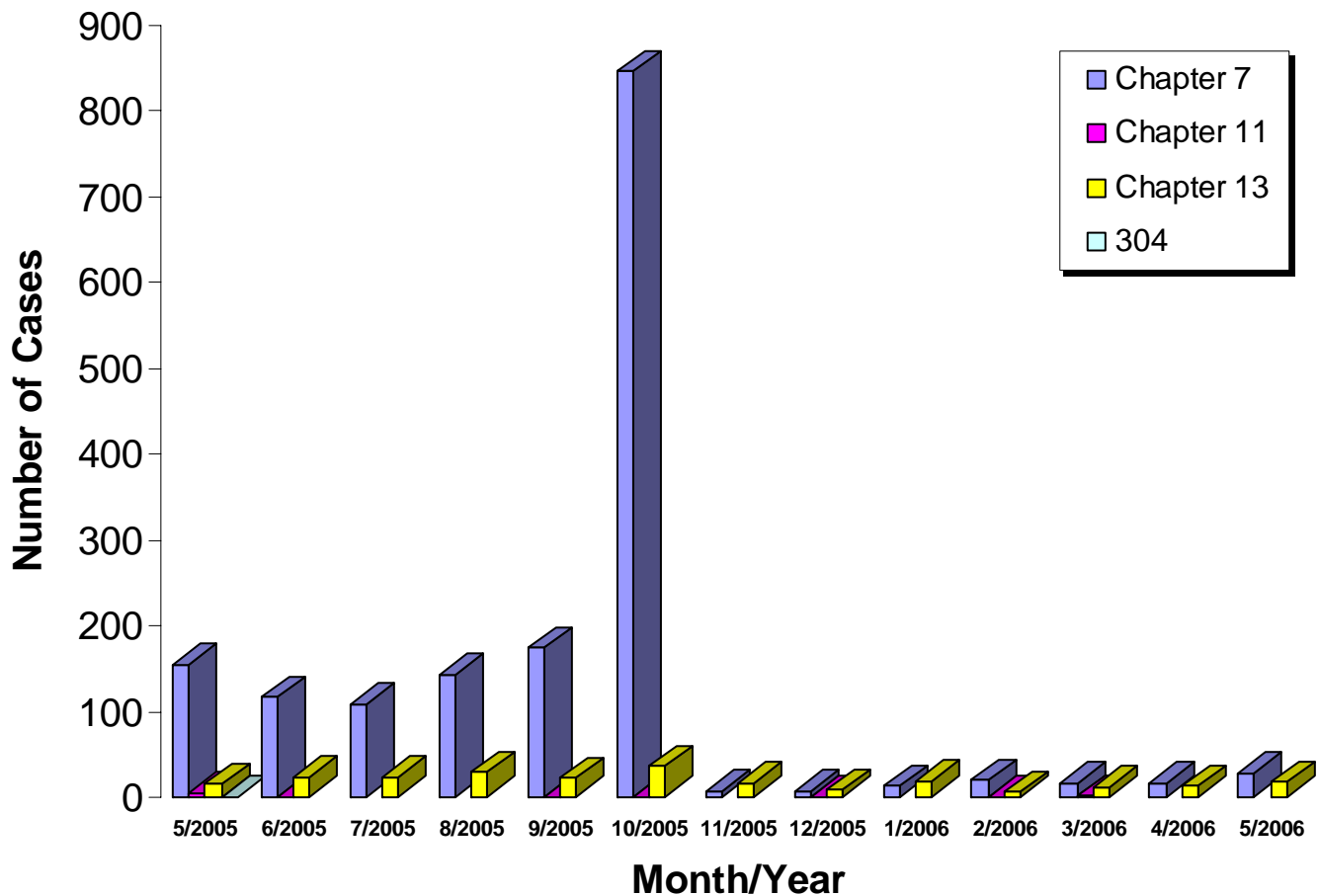
for 2006, cases filed through May 31, 2006



.....and cases filed monthly by chapter from May, 2005 to May, 2006 (As of October 17, 2005, chapter 304 is called chapter 15)

	7	11	13	304
4/2005	170	1	25	
5/2005	154	5	15	1
6/2005	117	1	23	
7/2005	109		23	
8/2005	143		29	
9/2005	174	1	22	
10/2005	845	1	36	
11/2005	8		16	
12/2005	8	1	9	
1/2006	13		19	
2/2006	20	1	6	
3/2006	17	2	12	
4/2006	16		13	
5/2006	28		18	

Cases Filed Monthly by Chapter



A Clarification from the Clerk's Office.....

For *Applications for Compensation* seeking **LESS** than \$1,000.00, a *Notice of Opportunity to Object* is required, but need only be served on the debtor and the trustee. If the notice is not filed, the Clerk's Office will issue an Electronic Deficiency Notice (EDN)/deficiency;

For *Applications for Compensation* seeking **MORE** than \$1,000.00, a *Notice of Opportunity to Object* is required, and must be served on all

parties. If the notice is not filed, the Clerk's Office will issue an Electronic Deficiency Notice (EDN)/deficiency.

Please remember to call the BK Clerk's Office's
CM/ECF Help Desk at (202) 565-2506 for
answers to all your CM/ECF questions.

As always we thank you for your patience during
this time of reduced resources.

The next issue of *The Spayd* will be published
during the third quarter of 2006.



...also down in MD:

2004.....29,467

2005.....35,345

2006*.....1,960

*For the first quarter
only.

*Articles written by
Lisa Spayd, Michael Wint
Newsletter design and layout by
Lisa Spayd, Joe Burgess, Michael Wint*

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